

How can parents help?

If your child is missing school, worried about school or frequently feeling unwell in the morning please inform us and we can make every effort to support your child.

Speak to the office team, contact Mrs. Wood, your class teacher or myself Mr. Bower.



Remember:
Please do not hesitate to inform us about any issues that may effect your child's attendance.

A copy of the school attendance policy is available on request and on our website.

www.tollbar.doncaster.sch.uk



Attendance at Toll Bar Primary School



Toll Bar Primary School
Askern Road
Toll Bar
Doncaster
DN5 0QR
TEL: 01302 874324
www.tollbar.doncaster.sch.uk



Attendance

Good attendance gives your child every chance of success and helps develop skills for life. Every child has the right to a fulltime education.

Missing school regularly can and does have an effect on their progress and confidence to try new things.

Modern day schools like our society are fast paced and work moves forward quickly. Therefore your child should attend every day unless there is an unavoidable reason.

Children should never miss school for reasons like shopping, or Birthdays.

Medical Appointments:

Please try in the first instance to make appointments wherever possible outside of school. If an appointment is during the day, please ensure your child attends school and is signed out at reception. We will expect children to return to school after the appointment where possible.

Lateness:

The school doors open at 8:30am with registration at **8:45am**. The school gates will be closed at 8:45am, which means if your child is late that day they must report to Reception to sign in. Registration closes at **9:00am**. If your child arrives after this time they will receive a mark that shows them to be present, but it will not count as a present and will mean they have an unauthorised absence. This is in accordance with Regulations. This code is a U. This may mean that you could face the possibility of a **Penalty Notice** if the problem persists.

Holidays

In line with government legislation effective from 1st September 2016 no requests for holidays can be authorised except in exceptional circumstances. For School to be able to consider an exceptional circumstances request, a form from the office must be submitted at least four weeks before the proposed holiday. School will inform you of its decision at the earliest possible time.

All holidays will be classed as unauthorised, unless you receive written confirmation otherwise. There are no exceptions.

All holidays that are unauthorised will be referred to the Local Authority to issue a Fixed Penalty Notice.

In line with new Local Authority guidelines, any pupil with 2 days' of unauthorised absence with no reason for absence being given will be automatically referred to the Attendance and Pupil Welfare Department who will issue a Fixed Penalty Notice (fine).

**When your child is absent
please contact the school
as soon as possible.**